

CIVILIAN PERSONNEL ADVISORY CENTER

Dismissal and Leave During Hazardous Weather 01-03

Each fall and winter we are faced with the prospect of snow, ice storms, etc., disrupting our usual operations and hours of work. Employees may determine they might be prevented from reporting to work because the conditions in their locality are too risky or hazardous, or believe that they might not be able to return home if they do come to work. Under such situations, supervisors should normally allow the use of leave (annual leave, accrued compensatory time, accrued credit hours, or LWOP) without the usual advance approval requirement. If the agency, or part of the agency, cannot be opened, absence will be excused without charge to leave for all employees affected, whether or not leave was previously approved. Resident Engineers, Project Managers, Office Chiefs, and Division Chiefs are advised that excused absence for all or part of the workday is contingent upon prior approval by the Executive Office.

EMERGENCY SITUATIONS OCCURRING BEFORE THE START OF THE WORKDAY

Supervisors may excuse late arrivals in situations where conditions develop during non-working hours that do not warrant closing the office, but which make it difficult for some employees to arrive at work on time. Late arrivals of up to two (2) hours may be granted for all employees, including those on alternate work schedules, without charge to leave when reasons appear to be adequate to the supervisor and are approved by the next level supervisor. Supervisors should normally allow the use of leave (annual leave, accrued compensatory time, accrued credit hours or LWOP) for employees who experience commuting delays beyond the two hours and have made the effort to report to work.

EMERGENCY SITUATIONS OCCURRING DURING THE WORKDAY

In the event the Commander authorizes early dismissal, supervisors should excuse, without charge to leave, all employees on duty at the time of the early dismissal (including those on alternate work schedules). This applies to employees who were scheduled to take leave later in the day. Supervisors should grant leave (annual leave, accrued compensatory time, accrued credit hours, or LWOP) to avoid a hardship to employees who leave after official notice of dismissal, but before the official departure time, for the period of time up to the official departure time. **Leave should also be granted to employees who leave before official notice of dismissal for the period remaining in their regular workday.**

EMPLOYEES WITH STARTING TIME BEGINNING AT TIME OF DISMISSAL

Employees whose scheduled starting time is later in the day should contact the office before reporting if weather conditions are deteriorating. If the decision has been made to close the office at the same time or earlier than their scheduled reporting time, the employee does not need to report and will be granted excused absence. This situation may occur with part time and Student Temporary Employees.

Questions regarding this policy should be directed to Debi Wagner, LR Specialist, CPAC, on extension 4556.


DANIEL H. MAJERUS
Chief, Civilian Personnel Advisory Center

Distribution:

NWP - ALL Supervisors

NWD-NP - ALL Supervisors

NWD-MR - All Supervisors who supervise NPR employees. This policy applies to Portland Region. The NWD-MR Policy can be found in NWD-MR memo, Inclement Weather Dismissal Policy and Procedures. It provides the same basic direction as NWD-NPR weather bulletin.